

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <p style="text-align: center;"><b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b>     <b>306</b></p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	<b>4. Purchase Order No.</b> <p style="text-align: center;">306-16-8244</p>	<b>12. HUB:</b> <p style="text-align: center;">N/A</p>	<b>13. Order Type:</b> <p style="text-align: center;">Service</p>
<b>2. Agency Billing Address</b> <p style="text-align: center;">**ACCOUNTING DEPARTMENT**</p> <p style="text-align: center;">Texas State Library &amp; Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185</p>	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> 37217217217	
	<b>6. Current Document No.</b> <p style="text-align: center;">DT-9</p>	<b>15. Vendor Address:</b>  UT Printing Services - Document Solutions  PO Box 7727 Austin, TX 787137727	
	<b>7. Document (order) amt</b> <p style="text-align: center;">\$870.00</p>		
	<b>8. REF DOC</b>	<b>16. Vendor Contact Info:</b> Juliana Gutierrez <b>Phone:</b> (512) 471-5464 <b>Fax:</b> <b>Email:</b> julianag@austin.utexas.ued	
<b>3. Destination of goods or service</b> <p style="text-align: center;">FOB Destination Receiving Dock, Room G-007 Texas State Library &amp; Archives Commission 1201 Brazos Street Austin, TX 78701</p>	<b>9. Service Period or Expected Delivery Date:</b> <p style="text-align: center;">1/8/2016</p>	<b>10. Agency Contact:</b> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
	<b>*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."</b>	<b>11. TSLAC Project Contact:</b> Diana Rivera <b>Phone:</b> (512) 463-2582 <b>Email:</b> drivera@tsl.texas.gov	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	<b>11. TSLAC Project Contact:</b> Diana Rivera <b>Phone:</b> (512) 463-2582 <b>Email:</b> drivera@tsl.texas.gov	

**17. Description**

Printing services for pre-printed labels and supplies. Requested that job be completed no later than January 8, 2016.

Print specifications were submitted to UT by Diana Rivera. Quote provided by Juliana on November 30, 2015. Please see attached.

Font: Arial

Size: To fit 2 lines as shown below.

Labels should be:

1. Tear-proof
2. To withstand exposure to outdoor elements.
3. Resistant to smudging, UV light, abrasion, dirt, chemicals, heat, and humidity.
4. Rounded corners to inhibit peeling.
5. Can be on sheets about the size of letter sized paper or rolls.
6. Label stock specs need to be plastic or similar but not paper coated with plastic.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department. Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43211	16	7273	7405	\$870.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	50,000 Pre-printed labels, no larger than 3.875" x 0.375" Info for Labels: Line 1: TX1A Talking Book Program TSLAC Line 2: 4400B Shoal Creek Blvd Austin, TX 78756	966-89	1	Lot(s)	\$870.00	\$870.00


**Grand Total**     \$870.00

**26. Legal Cites:** Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

**27. Division Tracking Number:** TBP 16-77

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> <p style="text-align: center;">12/23/2015</p>	<b>29. Vendor Signature</b>	<b>Date</b>
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## Diana Rivera

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**From:** Gutierrez, Juliana M [julianag@austin.utexas.edu]  
**Sent:** Monday, November 30, 2015 9:38 AM  
**To:** Diana Rivera  
**Subject:** Estimate -- RE: Pre-printed labels  
**Attachments:** cartridgeaddresslabels.pdf  
  
**Importance:** High

Hi, Diana,

The cost to exact reprint the label attached is **\$870.00**. I will await a purchase order before entering your print request for the labels.

Thanks,  
Juliana

### Juliana M. Gutiérrez

Printing Services Representative



## Document Solutions

Copy · Mail · Printing

.....  
The University of Texas at Austin  
2100 Comal Street • Mail Code: E3500  
Austin, TX 78712-1302  
O (512) 471-5464 • F (512) 471-1876  
D (512) 232-4169 • C (512) 619-6484

In-Plant Printing Award Winner 2006, 2007, 2008,  
2009, 2010, 2011, 2012, 2013, 2014, 2015



[www.utexas.edu/documentsolutions](http://www.utexas.edu/documentsolutions)

See our new Komori press

IPMA Member Since 2009  
IPMA Mail Center of the Year 2013  
IPMA Print Center of the Year 2015

**From:** Diana Rivera [mailto:drivera@tsl.texas.gov]  
**Sent:** Wednesday, November 18, 2015 1:08 PM  
**To:** Gutierrez, Juliana M  
**Subject:** Pre-printed labels

Hi Juliana! I need a current quote for some labels. The previous PO for last time UT printed these is 306-15-8626. It's the 1<sup>st</sup> label example.

### Pre-printed labels service and supplies:

**50,000** preprinted labels, no larger than 3.875" x 0.375",  
Info for Labels:

(Line 1) TX1A Talking Book Program TSLAC

TX1A Talking Book Program TSLAC  
4400B Shoal Creek Blvd Austin TX 78756

TX1A Talking Book Program TSLAC  
4400B Shoal Creek Blvd Austin TX 78756

YES

TX1A Talking Book Program TSLAC  
4400B Shoal Creek Blvd Austin TX 78756

NO

TX1A Talking Book Program TSLAC  
4400B Shoal Creek Blvd Austin TX 78756

TEXAS STATE LIBRARY  
AND ARCHIVES COMMISSION  
4400B SHOAL CREEK BLVD  
AUSTIN, TX 78756



169502TX1A



169503TX1A



169504TX1A

**Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form**

**RECEIVED**

DEC 17 2015

Fiscal Year 2016

**PURCHASING**

☒ Purchase Requisition (PR)    ☐ Blanket/Non-PR\*

LSTA #

Blanket PO # 306-

\*CFO Signature not required for blankets.

PO # 306- 16-8244

Division Tracking # TBP 16-77

Previous PO #: 306 - 15-8626

Encumbrance Number: \_\_\_\_\_

Vendor Name: UNIVERSITY OF TEXAS PRINT SHOP

Address: DRAWER U UNIVERSITY STATION

City, State, Zip: AUSTIN, TX 78713-0000

Phone: 512-471-5464

Contact Name: Julianna Gutierrez

Email: \_\_\_\_\_

Vendor ID#: 37217217210000

DUNS: \_\_\_\_\_

SAM Expiration Date: \_\_\_\_\_

Requested Delivery Date: **January 08, 2016**

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
<b>Pre-printed labels service and supplies:</b> 50,000 preprinted labels, no larger than 3.875" x 0.375", Info for Labels: (Line 1) TX1A Talking Book Program TSLAC (Line 2) 4400B Shoal Creek Blvd Austin TX 78756  FONT: ARIAL ; INK: Black SIZE: To fit 2 lines as as shown above.  Labels should be: 1. Tear-proof. 2. To withstand exposure to outdoor elements. 3. Resistant to smudging, UV light, abrasion, dirt, chemicals, heat and humidity. 4. Rounded corners to inhibit peeling. 5. Can be on sheets about the size of letter sized paper or rolls 6. label stock specs needs to be plastic or similar but not paper coated with plastic	<del>716-10</del> <i>946-89</i>	1	lot	870.00	870.00	43211	7405	7273
Subtotal					\$870.00			
Shipping & Handling								
Grand Total					\$870.00			


Special Instructions:


**Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)**

*Beverley Shirley* 12/9/2015  
 1. Requestor or Contract Manager Signature (always required)  
Beverley Shirley - Circ 512-452-7306  
 Type name & phone number of Requestor or Contract Manager

6. Executive Signature (if required) *Dan O'Donoghue* 12/10/15  
 7. Chief Fiscal Officer (always required)\*  
 Date

**Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form**

 12/9/2015  
2. Purchasing Liaison Signature Date

 12-9-15  
3. Division Director Signature (always required) Date

PJ Rodriguez, ATP 12/23/15  
Ordered by Date

no later than 1/8/16  
Estimated Delivery Date

4. If IT related, send PR to Accessibility Team.

For Accessibility Team:

ADA Compliant: (Circle One) YES NO

5. Director or IRT (if required) Date

\_\_\_\_\_  
Received by (Signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 2/26/2015

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature

Date

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_ 7. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_